

# INFRASTRUCTURE UPDATE



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# KEEPING YOUR INFORMATION CURRENT

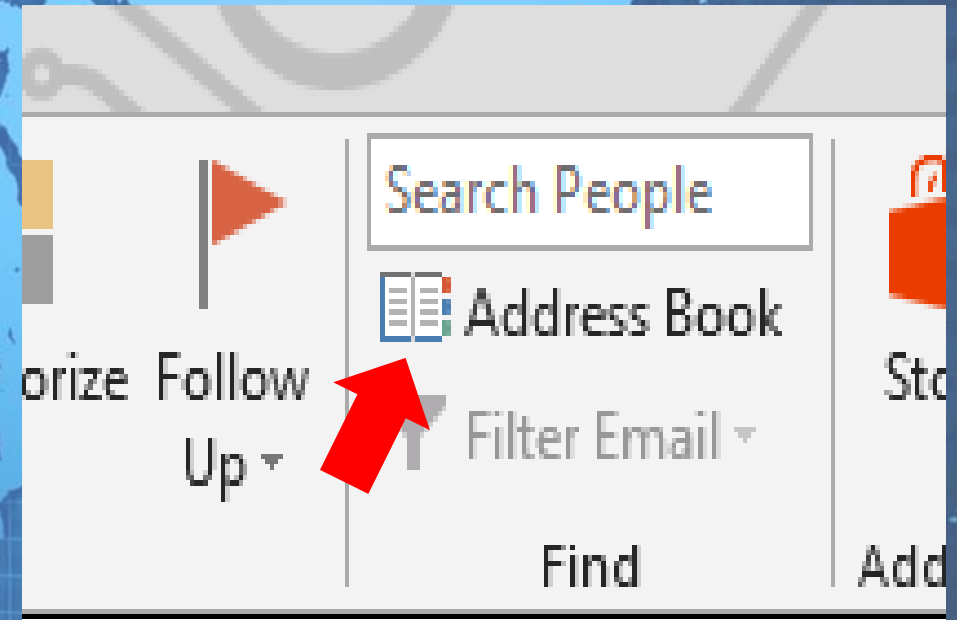
USING MyDirectory



# STEP ONE

## REVIEW YOUR PROFILE FOR ACCURACY

1. GO TO THE OUTLOOK ADDRESS BOOK AND CHECK YOUR INFORMATION FOR ACCURACY
2. OPEN THE ADDRESS BOOK



Address Book: Offline Global Address List

File Edit Tools

Search: ☒ Name only ☐ More columns Address Book

Offline Global Address List - Isanner@cour

Name	Title	Business Phone	Location
Bruner, Lisa	Legal Secretary		AOC
Bruner, Stewart		(602) 452-3351	AOC
Bruno, Julee		(602) 452-3002	AOC
Bruno, Roy	Juvenile Detention Officer	(928) 402-8601	Juvenile Probation
Brutinel Suite			
Brutinel, Robert	The Honorable	(602) 452-3531	AOC
Bryan, Wendy	Deputy Court Clerk	(928) 772-8277	Prescott Valley Ma
Buch, Roxanne		(602) 452-3476	AOC
Buchanan, Mark	Intern	(602) 452-3535	
Buchanan, Renee	Clerk	(928) 679-7622	ACAP
Buck, Nicole	Probation Officer	(928) 524-4716	APETS
Buck-Brown, Amy	Detention Nurse	(928) 771-3156	Yavapai Juvenile Pr
Buckeye Municipal Court			
Buckley, Debra	Records Clerk	(928) 817-4260	ACAP
Buckley, Edwin	Mediator		ACAP
Buckley, Judith	Mediator		Yavapai County Su
Buckman, Sidney	ADR Coordinator	(928) 679-7508	ACAP

## REVIEW YOUR PROFILE FOR ACCURACY

3. TYPE YOUR NAME AND CLICK "GO," THEN DOUBLE-CLICK YOUR NAME IN THE RESULTS LIST TO VIEW YOUR PROPERTIES

## REVIEW YOUR PROFILE FOR ACCURACY

### 4. YOUR PROFILE DETAILS WILL APPEAR

REVIEW YOUR GENERAL INFORMATION FOR  
ACCURACY

BE SURE TO CHECK THAT YOUR PHONE NUMBER  
IS THE BEST WORK NUMBER TO CONTACT YOU  
DIRECTLY, AND THAT YOUR ADDRESS AND TITLE  
ARE THE MOST RECENT

Bruner, Stewart



General Organization Phone/Notes Member Of E-mail Addresses

Name

First: Stewart Initials:  Last: Bruner  
Display: Bruner, Stewart Alias: SBruner

Address: 1501 W. Washington St. Title:   
City: Phoenix Company: Arizona State Judiciary  
State: AZ Department: Strategic Planning/Administ  
Zip code: 85007 Office: AOC  
Country/Region: UNITED STATES Assistant:   
Phone: (602) 452-3351

E-mail: SMTP:SBruner@courts.az.gov

☐ Always send to this recipient in Microsoft Exchange rich text format

Add to Contacts

Actions



## REVIEW YOUR PROFILE FOR ACCURACY

5. NEXT, REVIEW THE ORGANIZATION TAB TO ENSURE THAT YOUR MANAGER AND ANY OF YOUR DIRECT REPORTS ARE CORRECT

General

Organization

Phone/Notes

Member Of

E-mail Addresses

Manager:

Heckart, Karl

Chief Information Officer

(602) 452-3350

AOC

<

>

Direct reports:

Baker, Heather

Administrative Assistant III

(602) 452-3347

AOC

## REVIEW YOUR PROFILE FOR ACCURACY

6. CHECK THE PHONE/NOTES TAB TO ENSURE WE HAVE THE MOST ACCURATE MEANS OF CONTACTING YOU AND/OR YOUR ASSISTANT

**NOTE:** YOU ARE NOT REQUIRED TO PROVIDE YOUR HOME NOR PERSONAL MOBILE PHONE NUMBER

### Phone numbers

Business:

Home:

Business 2:

Home 2:

Fax:

Mobile:

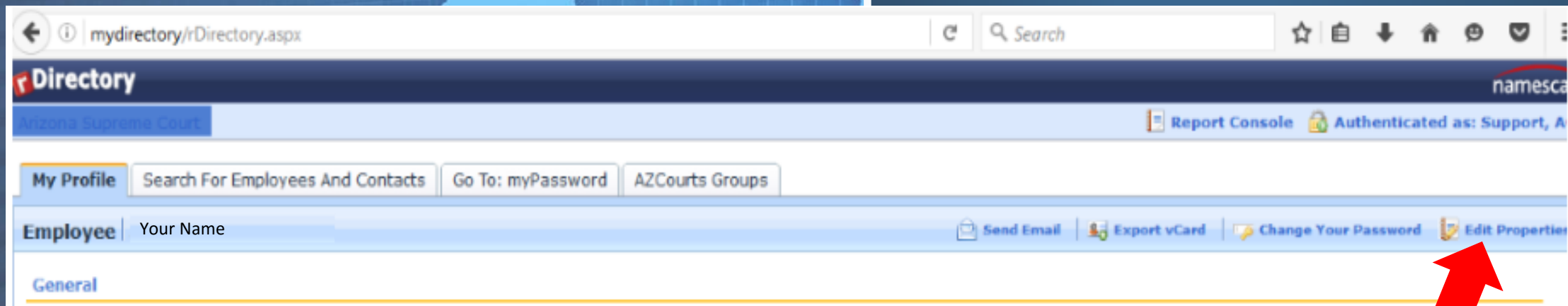
Assistant:

Pager:

# STEP TWO

## UPDATE YOUR PROFILE IN MyDirectory

1. GO TO <http://mydirectory>
  - a. IF PROMPTED TO LOG IN, ENTER YOUR COMPUTER LOGIN USER ID AND PASSWORD
2. SELECT EDIT PROPERTIES

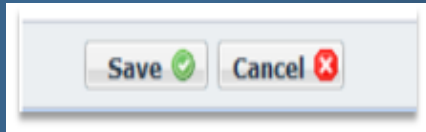


<http://MyDirectory>



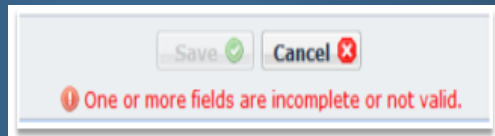
## UPDATING YOUR PROFILE IN MyDirectory

3. ONCE YOU HAVE COMPLETED MAKING ANY CHANGES, CLICK “SAVE” TO UPDATE THE ADDRESS BOOK.




A button bar with two buttons: "Save" with a green checkmark icon and "Cancel" with a red X icon.

THE “SAVE” OPTION WILL BE GRAYED OUT IF ANY REQUIRED FIELDS ARE MISSING OR INVALID.

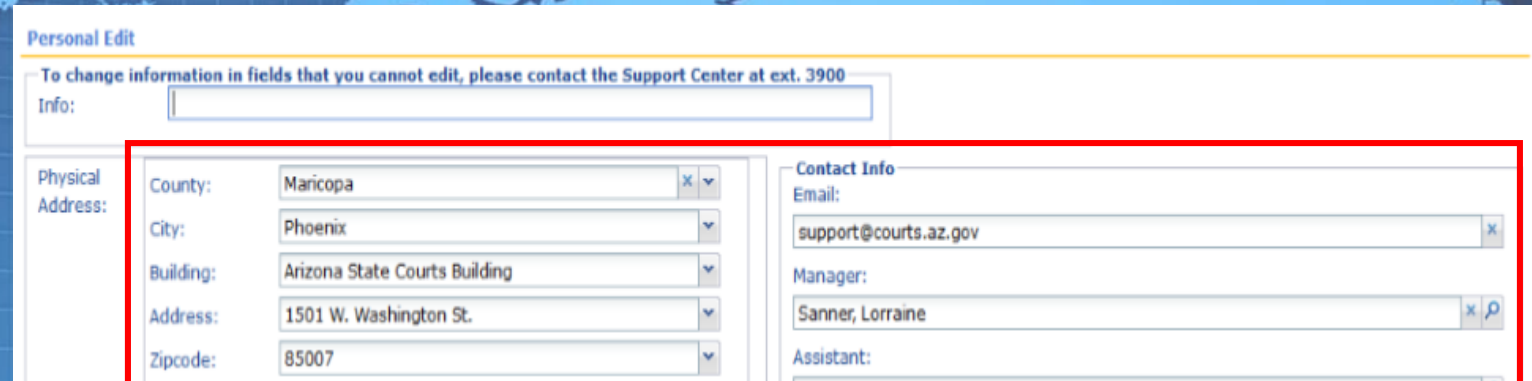


A button bar with "Save" and "Cancel" buttons. The "Save" button is grayed out. Below the buttons is a red error message: "One or more fields are incomplete or not valid."

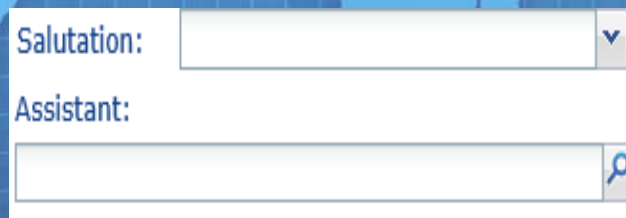
FIX THE ITEMS UNDERLINED IN RED TO RE-ENABLE THE SAVE OPTION.



A phone number input field with the label "Phone (xxx) xxx-xxxx:". The number "5551234" is entered and underlined in red. A red arrow points to the underlined number.



A "Personal Edit" form with a red border. It contains fields for "Info:", "Physical Address:" (County, City, Building, Address, Zipcode), and "Contact Info:" (Email, Manager, Assistant). The "County" field is set to "Maricopa", "City" to "Phoenix", "Building" to "Arizona State Courts Building", "Address" to "1501 W. Washington St.", and "Zipcode" to "85007". The "Email" field is set to "support@courts.az.gov" and "Manager" to "Sanner, Lorraine".



Fields for "Salutation:" and "Assistant:". The "Salutation:" field has a dropdown arrow. The "Assistant:" field has a search icon.

**NOTE:** TO ENSURE CONSISTENCY AND AVOID COMMON ERRORS, FIELDS WITH ICONS WILL REQUIRE YOU TO SELECT FROM A LIST TO UPDATE. FIELDS WITHOUT ICONS MAY BE UPDATED MANUALLY.